

WEDDING POLICY OF ST. MARK PRESBYTERIAN CHURCH

Congratulations! We are grateful that you are seeking a Christian marriage and are inquiring about having your wedding at St. Mark Presbyterian Church. We take seriously the responsibility to help people prepare, not only for a beautiful wedding, but also for a healthy marriage that lasts a lifetime.

For the following reasons, weddings will be conducted for people in the following categories:

1. Members and their families
2. Couples who are regularly involved in the ministry at St. Mark Presbyterian Church or are seeking membership
3. Couples who are active Christians in another church who need a facility more adequate than their church provides and are willing to work within our traditional guidelines. Guest pastors are permitted to perform weddings at St. Mark Presbyterian Church upon approval of the Session.

Planning Your Wedding

Scheduling

Scheduling a wedding at St. Mark Presbyterian Church requires the approval St. Mark's pastor and session, with premarital counseling by the officiating pastor. Upon approval, the couple will schedule a meeting with the church wedding coordinator. The dates of the wedding and the rehearsal must be secured by contacting the Office Manager/ Administrative Assistant to the Pastor in the church office. Also, the date(s) selected must be coordinated with the pastor, wedding coordinator and organist according to the availability of the sanctuary. A nonrefundable deposit is required when the wedding is booked and may be applied to any of the fees incurred at the time of the wedding. Please make your check payable to "**St. Mark Presbyterian Church.**" Your check will be deposited and payments will be distributed on the wedding date.

Wedding Coordinator

The wedding coordinator is in charge of planning all weddings and rehearsals that are held at the church. The coordinator will facilitate the planning so that each detail will lend itself to a beautiful and memorable wedding service. The coordinator will be present during the wedding and the rehearsal to assist the wedding party, family, clergy, florist, photographer and videographer. The wedding coordinator's duties do not extend to the reception. There are to be no outside wedding consultants involved in the rehearsal or the ceremony. The church and the clergy have given the wedding coordinator full authority for the logistics of the ceremony and its preparations.

Church Decoration

Please consult with the wedding coordinator about options for floral placements and use of candles. The sanctuary at St. Mark does not require lavish decorations. Flowers and candles may be placed in the sanctuary provided they comply with the following guidelines:

Decorations must not obscure the communion table, pulpit, or baptismal font. The communion table is to be free of decorations or floral arrangements.

Florists must not use thumbtacks, scotch tape, or glue on any of the furniture or other surfaces.

Candle stands are available and you must use no-drip candles.

Flower petals may not be strewn in the sanctuary.

All decorations and flowers must be removed immediately following the wedding. All decorations and flowers left behind will be disposed of at the discretion of the wedding coordinator.

Wedding Music

Your wedding service is one of worship and commitment. The music enhances the sacred and joyful nature of the service. We look forward to working with you in planning music for your wedding.

Appropriate Music: All music used in the wedding service should be appropriate for use in a worship service. All music selections must be approved by the church pastor.

Organist: The organist will provide a consultation with the bridal couple to choose music for the service. This should be planned one month prior to the wedding date.

Special organ music requests must be submitted to the organist one month prior to the wedding rehearsal. Otherwise, all music will be chosen from the organist's repertoire.

There is an additional fee for extra rehearsals needed with the organist for any vocal or instrumental soloists or ensemble. It is expected that all guest soloists will know the music in advance of rehearsal.

Music scores for any special soloist or ensemble must be provided to the organist prior to any rehearsal.

Organ: It is understood that the church organist will be playing for your wedding. If you choose to hire a guest organist, that person must first consult with the church organist before playing the church organ.

Piano: The church piano may not be used by a guest musician without first consulting with the church organist.

Instruments: Permission to incorporate the use of instruments other than the church organ or piano must be approved by the pastor.

Recorded Music: Recorded music may be used during the wedding rehearsal and ceremony but will require an additional fee for the assistance of a church sound technician.

Photography, Videotaping, and Multimedia Presentations

The wedding is a **worship service** under the leadership of the officiating clergy and in consultation with the wedding coordinator. Photographs may be taken by the designated photographer from the rear of the sanctuary until the time the bride enters. Photographs/flash photography will not be allowed inside the sanctuary during the ceremony. After the wedding service, the pastor stages a reenactment of the service for the purpose of taking photographs.

If pictures are to be taken after the wedding, all picture taking must be completed 1 1/2 hours after the start of the ceremony at the latest. Example: if the wedding starts at 3:00 p.m., then the pictures must be completed by 4:30 p.m. **Videotaping** of the service is permitted only if the camera remains stationary during the service ordinarily from the balcony. Neither photographers nor videographers are permitted to move freely in full view of the congregation. All video options must be approved by the wedding coordinator prior to the service. Photographers and videographers must be clear about the guidelines and must agree to abide by them. **Multimedia presentations** are not allowed as part of the weddings at our

church. This would include videos and slide shows. Both of these are usually more appropriate for receptions and should be planned accordingly.

Rehearsal

The wedding is a service in the house of God and should be accorded all the reverence associated with other religious services in the church. The same reverence should prevail at the rehearsal.

The rehearsal is normally scheduled the day before the wedding. Those expected to be in attendance are the clergy, wedding coordinator, members of the wedding party and the parents of the bride and groom. It is important that the rehearsal starts on time. Any delay in the beginning of the rehearsal or the wedding ceremony consumes the time of many people. Therefore, the bride and groom are responsible for ensuring that members of the wedding party are on time for both the rehearsal and the wedding.

Reception (optional)

The St. Mark Family Life Center is equipped to host a reception up to 300 guests to be used only on the day of the wedding. The Hospitality Center is available for smaller and intimate receptions. In the event you would like to have your reception at St. Mark Presbyterian Church, there will be additional fees and guidelines as set out in the "Facility Use Form". The Office Administrator is responsible for reserving the area and providing the couple necessary forms.

We ask that all personal belongings be removed by 10:00 pm the night of the wedding. St. Mark will not be responsible for any items lost or stolen during the rehearsal and wedding.

Marriage License

The marriage license must be given to the pastor no later than the wedding rehearsal. The wedding must be in compliance with the laws of the State of Texas. The pastor will return the license to the county and present the couple with a certificate of marriage.

Seating

There is no assigned or reserved seating at the wedding service. The family ordinarily sits on the first few pews. Because the wedding ceremony is a worship service, people will be seated on both sides of the church, rather than by dividing the guests into bride or groom side.

The total seating capacity of the sanctuary is 280.

Smoking and the Use of Alcohol

It is understood that the couple and the wedding party shall conduct themselves in keeping with the sacred nature of a Christian wedding. Smoking or the consumption of alcoholic beverages is not permitted on any part of the church property. The bride and groom shall be responsible to share these policies with all members of the wedding party.

Bulletins

The church does not provide wedding bulletins.

Keeping the Grounds Clean

No rice, confetti, or bird seed shall be thrown on church property.

The Day of the Wedding

The wedding party should arrive at the church a **minimum** of one hour and a maximum of two hours in advance of the ceremony.

Dressing

Brides and bridesmaids may use the area designated by the wedding coordinator on the church campus. Groomsmen usually dress before arriving at the church. Groomsmen will meet in the Hospitality Center of the church and may use the restroom opposite the Hospitality Center. Wedding dresses and flowers may be delivered to the church on the wedding day, but St. Mark Presbyterian Church does not assume any responsibility for these. Furthermore, St. Mark suggests the bride appoint someone to be responsible for purses and valuables left in the dressing areas, as St. Mark is not responsible for stolen or lost articles.

Wedding Service

The Christian marriage ceremony is a service of worship before God, normally conducted within the house of God. Reverence shall be expected on the part of all present, and the ceremony shall be under the sole direction of the pastor.

After the Wedding

St. Mark Presbyterian Church would like to continue to be your home church - a place to seek God's Spirit and truth through worship, education, friendship, and service to others. We wish you every joy and blessing.

St. Mark Presbyterian Church

208 West Bandera Road
Boerne, Texas 78006
(830) 816-3000
www.stmarktx.org

Wedding Fees

The fee for **non-members** is \$1,200 which consists of the following:

Use of Facilities and Supplies.....	\$500.00
Wedding Coordinator.....	\$200.00
Church Musician.....	\$200.00
Custodial Service.....	\$200.00
Sound Technician.....	\$100.00

The fees above do not include an honorarium for the officiating pastor(s).

There will be extra charges for soloists, additional music, etc. set up by the Music Director.

Members of the church should contact the Wedding Coordinator for fee information.

Providing a **\$200 nonrefundable deposit**, along with the registration forms, to the Office Manager/ Administrative Assistant to the Pastor will secure the date of the wedding. The balance of the wedding fee must be paid in full no later than **one month** prior to the wedding. Please make checks payable to St. Mark Presbyterian Church with the notation, 'Wedding'.

Approved 11.01.2021



Wedding Reservation

St. Mark Presbyterian Church
208 W. Bandera Road
Boerne TX 78006
(830) 816-3000
office@stmarktx.org

Today's Date _____

Wedding Date _____

Wedding Time _____

BRIDE'S INFORMATION

Bride's Name _____

Goes by _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____ Cell Phone _____

Please notify church if your telephone number(s) change prior to your wedding day

e-mail address _____

GROOM'S INFORMATION

Groom's Name _____

Goes by _____

Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____ Cell Phone _____

Please notify church if your telephone number(s) change prior to your wedding day

e-mail address _____

MEMBERSHIP INFORMATION

Member of St. Mark Presbyterian Church?

Bride Yes ___ No ___ if no, other church _____

Groom Yes ___ No ___ if no, other church _____

If no to both of the above, St. Mark conducts weddings for active Christians in another church who need a facility more adequate than their church provides, subject to approval by the session. What needs does St. Mark provide that your current church cannot? _____

Will you be married by the minister of St. Mark Presbyterian? Yes ___ No ___ *If no, guest pastors are permitted to perform weddings at St. Mark Presbyterian Church upon approval of the Session. Please complete the following:*

Minister's name _____ Phone _____

Current church (or last church served if retired) _____

Pre-marital counseling of the betrothed couple is required.

Thank you for your deposit, which secures your wedding date and time, pending session approval. The balance and Damage Deposit are due no later than thirty days before the wedding. I have read the guidelines and rules in the wedding manual for rehearsals and weddings at the St. Mark Presbyterian Church. I agree to abide by them. I will make every effort to ensure that my guests and vendors do likewise. I will be responsible for any damage caused by those involved in my rehearsal and wedding ceremony. I have read the Wedding Policy.

(Print Name)

(Signature)

(Date)

Deposit amount _____ Cash _____ Check _____